

*The fields Below will updated all other links within this PDF file. Please update them with your information.*

Our online courses  
are open to everyone!

expert  
instructors



affordable  
courses

24/7  
access



convenient  
for  
everyone!



Learn from the  
comfort of home!



Online learning anytime, anywhere ... just a click away!

## Accounting Fundamentals

See Page 3

## Microsoft Excel 2013

See Page 9

## Project Management Fundamentals

See Page 3

## Creating Webpages

See Page 13

Course  
Fees Start  
at Just

Instructor-Facilitated **Online Learning**

Online learning anytime, anywhere ... just a click away!

# Welcome

Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners.

Most courses run for six weeks (with a ten-day grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any of these courses entirely from your home or office and at any time of the day or night.

## Start Dates:

New course sessions begin each month. Please visit our Online Instruction Center to see exact start dates for the courses that interest you.

## Requirements:

All courses require Internet access, E-mail, Microsoft Internet Explorer, or Firefox web browsers. Some courses may have additional requirements. Please visit our Online Instruction Center for more information.

## How to Get Started:

1. Visit our Online Instruction Center:
2. Click the **Courses** link, choose the department and course title you are interested in and select the **Enroll Now** button. Follow the instructions to enroll and pay for your course. Here you will enter your e-mail and choose a password that will grant you access to the Classroom.
3. When your course starts, return to our Online Instruction Center and click the **Classroom** link. To begin your studies, simply log in with your e-mail and the password you selected during enrollment.

Online learning anytime, anywhere ... just a click away!

## Learn Office 2007 in Six Weeks From the Comfort of Home



## Office 2007 Courses

**Intro to Microsoft Word 2007**

**Intro to Microsoft Excel 2007**

**Intro to Microsoft PowerPoint 2007**

**Intro to Microsoft Access 2007**

**Intro to Microsoft Outlook 2007**

**Intro to Windows Vista**

**Visit our Online Instruction Center to find more courses!**

**ed2go**

Several new courses launch every month! Visit our website to learn more.

## >Instructor-Facilitated Online Learning

Every course on this page includes an expert instructor.  
All can be taken from the convenience of your home or office.

### BUSINESS COURSES

#### Accounting Fundamentals

Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.

#### Administrative Assistant Fundamentals

Prepare to take advantage of the many new job opportunities in health care, legal services, and other industries.

#### Managing Customer Service

Become indispensable to any organization by understanding how to identify and meet customer needs.

#### Professional Sales Skills

Discover how to begin a successful and rewarding career in sales.

#### Principles of Sales Management

Master the art of managing sales teams from a sales pro.

#### Introduction to QuickBooks

Learn how to quickly and efficiently gain control over the financial aspects of your business.

#### Distribution and Logistics Management

Improve your company's ability to deliver on time and on budget, while increasing customer satisfaction.

#### Introduction to Business Analysis

Master powerful techniques to improve your decision-making skills at work.

#### Real Estate Law

Learn the basics of real estate law, including investing, title searching, and mortgages.

#### Introduction to Peachtree Accounting

Get the training you need to perform everyday accounting tasks using Peachtree Accounting software.

#### Performing Payroll in QuickBooks 2009

Learn to use QuickBooks 2009 to create paychecks, pay tax liabilities, and produce dazzling payroll reports.

#### Intermediate Microsoft Access 2007

Expand your Microsoft Access 2007 skills to build better, more user-friendly Access databases.

### BUSINESS COURSES

#### Mastery of Business Fundamentals

Acquire practical experience in strategic planning, management, and finance without enrolling in an MBA program.

#### Project Management Fundamentals

Gain the skills you'll need to succeed in the fast-growing field of project management.

#### Understanding the Human Resources Function

Learn to handle human resource functions to ensure the best possible results.

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*The course was tremendously informative and helpful. I strongly encourage this class to be taken by any Supervisor that's gone from being an employee to now having the Boss title(smile). The rewards can be great!!!*

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#### Employment Law Fundamentals

Learn the basics of employment law so you can legally hire, evaluate, and manage employees.

#### Total Quality Fundamentals

Give yourself a strong foundation in total quality management.

#### Fundamentals of Supervision and Management

Learn the people skills required to motivate and delegate, and learn tools for solving problems and resolving conflicts.

#### High Speed Project Management

Learn to deal with the realities of managing projects at supersonic speeds despite truncated timelines, inadequate staffing, and skimpy budgets.

#### Purchasing Fundamentals

Improve your company's bottom line by mastering the fundamentals of purchasing.

#### Business and Marketing Writing

Write great marketing copy to improve your company's image and your chances of getting hired or promoted.

#### Intermediate Microsoft Word 2007

Learn more advanced features of Microsoft Word 2007, which enable you to create an index, a list of figures, and a table of contents, do desktop publishing, perform a mail merge, and use timesaving macros.

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## >Instructor-Facilitated Online Learning

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### GRANT WRITING/NONPROFITS

#### Starting a Nonprofit

Industry veteran shows you how to take a nonprofit business from vision to reality.

#### Introduction to Nonprofit Management

Develop the skills and strategies you need to become an integral part of one of the fastest growing service sectors.

#### Marketing Your Nonprofit

Further the ideals and goals of your nonprofit by learning to compete more effectively for members, media attention, donors, clients, and volunteers.

#### Get Grants!

Learn how to develop successful, fundable grants from experts in the field.

#### A to Z Grantwriting

Learn how to research and develop relationships with potential funding sources, organize grantwriting campaigns, and prepare proposals.

#### Writing Effective Grant Proposals

Learn to prepare grant proposals that get solid results for your favorite organization or charity.

#### Advanced Grant Proposal Writing

Gain a full understanding of the criteria funders use to determine whether your grant proposal gets funded or rejected.

#### Becoming a Grant Writing Consultant

Increase your income while working from home by starting a grant writing consulting business.



**Make Money Writing Grants**  
**Anywhere, Anytime.**  
Visit our site to learn more.

### START YOUR OWN BUSINESS

#### Learn to Buy and Sell on eBay

Auction pros teach you how to work from home or earn extra income by buying and selling goods online.

#### Marketing Your Business on the Internet

E-commerce expert helps you develop an Internet marketing plan for your business.

#### Secrets of the Caterer

Learn cooking and business secrets from a professional caterer.

#### Wow, What a Great Event!

Looking for a fun new career coordinating special events? Learn proven techniques from a master event planner.

#### Growing Plants for Fun and Profit

An industry professional teaches you everything you need to prosper in the backyard nursery business.

#### Publish It Yourself: How to Start and Operate Your Own Publishing Business

Convert manuscripts into income by producing and selling books like the pros.

#### Start Your Own Consulting Practice

Find out how you can earn income by sharing your training or knowledge with others.

#### Start and Operate Your Own Home-Based Business

An experienced entrepreneur teaches you how to develop the motivation, discipline, and creativity to quit your job and be your own boss.

#### Creating a Successful Business Plan

Turn your business ideas into a solid plan for financing and long-term success.

#### Start Your Own Arts and Crafts Business

Learn how to start your own arts and crafts business from a professional artist.

#### Real Estate Investing

Build and protect your wealth by investing in real estate.

#### Introduction to Internet Writing Markets

A professional writer shows you how to make money writing on the Internet. .

Several new courses launch every month! Visit our website to learn more.

## >Instructor-Facilitated Online Learning

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### CAREER IDEAS

#### Become a Veterinary Assistant

Practicing veterinarian prepares you to work in a veterinary office or hospital.

#### Real Estate Investing

Build and protect your wealth by investing in real estate.

#### Get Paid to Travel

Learn everything you need to start your new and exciting career as a professional tour director.

#### Fundamentals of Technical Writing

Learn the skills you need to succeed in the well-paying field of technical writing.

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*As a newcomer to the field of technical writing, I found this course particularly useful. I feel it has afforded me a great foundation on which I can further build my skills.*

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#### Introduction to Criminal Law

An in-depth look at criminal law and the real world of prosecutors, defense attorneys, and the paralegals who work closely with them.

#### Legal Nurse Consulting

Begin a new career by helping attorneys understand and resolve medical cases and claims.

#### Paralegal Preparation

Prepare for a career as a paralegal by learning terminology, processes, and other basics.

#### Publish It Yourself: How to Start and Operate Your Own Publishing Business

Convert manuscripts into income by producing and selling books like the pros.

#### Become an Optical Assistant

Learn what it takes to become an optical assistant and discover why it's one of today's most popular and fascinating career opportunities.

#### Become a Physical Therapy Aide

Prepare for a rewarding career as a valued member of the physical therapy team.

### PERSONAL DEVELOPMENT

#### Listen to Your Heart, and Success Will Follow

Design a life that makes you happy by learning how you can use work to express yourself and share your interests and talents.

#### Grammar Refresher

Gain confidence in your ability to produce clean, grammatically correct documents and speeches.

#### Twelve Steps to a Successful Job Search

World-renowned author and career advisor shows you how to get the job you want quickly and easily and in any economy.

#### Individual Excellence

Master 12 career-enhancing skills including goal setting, time management, personal organization, and creativity.

#### Leadership

Gain the respect and admiration of others, exert more control over your destiny, and enjoy success in your professional and personal life.

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*The instructor did a great job choosing what to cover. The material was well presented and touched on many interesting topics. I definitely recommend this course not only to those who are shy, but to anyone who would like pointers in improving him or herself.*

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#### Computer Skills for the Workplace

Gain a working knowledge of the computer skills you'll need to succeed in today's job market.

#### Merrill Ream Speed Reading

Acclaimed speed reading expert teaches you how to save yourself time by reading faster with better comprehension.

#### Healing Through Hypnosis

Learn to use hypnotic suggestion on yourself and others with amazing results.

#### Keys to Effective Communication

Lost for words? Don't be! Learn to build rapport, trust, warmth, and respect through conversation.

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## >Instructor-Facilitated Online Learning

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### PERSONAL ENRICHMENT

#### Get Assertive!

Find out how you can stop others from intimidating you or treating you poorly.

#### Goodbye to Shy

Become more confident in social, professional, and romantic situations.

#### Get Funny!

Use humor to disarm, befriend, motivate, inspire, and inform others.

#### Achieving Success with Difficult People

Learn how to have more successful relationships with difficult bosses, co-workers, students, neighbors, or relatives.

#### Handling Medical Emergencies

Every second counts during a medical emergency. Learn how to respond if someone needs your help.

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*The instructor is highly qualified to teach this course, and has organized a excellent, informative course that met my expectations. I would recommend this course to anyone who would like to gain the knowledge and confidence to help your family or others you may encounter who are having a medical emergency.*

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#### Write Your Life Story

Learn how to create and distribute an inspirational and professional autobiography for family, friends, and others.

#### Skills for Making Great Decisions

Learn how to make excellent everyday decisions from an experienced counselor and life coach.

#### Resume Writing Workshop

Discover the secret to transforming your tired, boring resume into a powerful tool that will get you interviews.

#### Music Made Easy

Learn the fundamentals of music theory. Be able to read, write, and play simple music.

#### Lose Weight and Keep It Off

Discover how to establish a healthy approach to successful weight loss and weight maintenance for a lifetime.

### TEST PREP

#### GED Preparation

Want to pass the GED? This course will help you develop the skills you'll need to succeed.

#### Prepare for the GED Language Arts, Writing Test

Prepare for the GED test on language arts and writing.

#### Prepare for the GED Math Test

Master the skills you'll need to pass Test 5 in the GED test series.

#### SAT/ACT Preparation - Part 1

Get your best possible score on the verbal and reasoning sections of the new SAT exam.

#### SAT/ACT Preparation - Part 2

Do your best on the quantitative section of the new SAT.

#### GMAT Preparation

Discover powerful test-taking techniques and methods for improving your score on the GMAT.

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*I just wanted to thank you for the course and being able to do them on the internet. With my work schedule it was helpful to me. I can finally get my GED*

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#### GRE Preparation - Part 1

Discover powerful strategies for success in the verbal and analytical sections of the GRE.

#### GRE Preparation - Part 2

Learn a variety of useful techniques for tackling the math section of the GRE.

#### LSAT Preparation - Part 1

Learn about law school entrance procedures, develop analytical reasoning skills, and improve your test-taking skills.

#### LSAT Preparation - Part 2

Improve your logical reasoning and reading comprehension skills; discover proven approaches for selecting correct exam answers.

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### ENTERTAINMENT

#### Music Made Easy

Learn the fundamentals of music theory. Be able to read, write, and play simple music.

#### Drawing for the Absolute Beginner

Gain a solid foundation in drawing and become the artist you've always dreamed you could be!

#### Get Paid to Travel

Learn everything you need to start your new and exciting career as a professional tour director.

### FAMILY & FRIENDS

#### Luscious, Low-Fat, Lightning-Quick Meals

Discover how easy it can be to prepare meals that are both delicious and nutritious!

#### Genealogy Basics

Begin an exciting and fascinating exploration of your roots.

#### Assisting Aging Parents

Be prepared to handle the challenges of aging while learning to cherish the transition.

*This was a wonderful class. It was practical, but also offered moral support to those of us assisting aging parents. I am so glad I took this class.*

#### Ready, Set, Read!

A learning specialist shows you how to raise a successful reader and writer.

#### Enhancing Language Development in Childhood

Enrich the lives of your children by helping them become proficient speakers and thinkers.

#### Understanding Adolescents

Unlock the secrets of the adolescent mind to improve relations.

#### Get Paid to Travel

Learn everything you need to start your new and exciting career as a professional tour director.

### DIGITAL PHOTOGRAPHY

#### Discover Digital Photography

An informative introduction to the fascinating world of digital photography equipment.

#### Photoshop Elements

##### *I and II are now available!*

Master the most advanced features of Photoshop Elements for Windows and take your photo editing skills to the next level!

#### Making Movies with Windows XP

Turn your home videos into entertaining movies that you can share with others by e-mail, the Web, CD, and DVD.

#### Photographing People With Your Digital Camera

Expert shows you how to take beautiful pictures of adults, children, and babies.

## No More Film!

Go  
Digital.

ed2go courses  
will guide you  
through the world of  
**Digital Photography!**

- Discover the possibilities
- Learn to use photograph enhancement tools
- Explore new tricks and strategies
- Receive expert advice on taking better photographs

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## >Instructor-Facilitated Online Learning

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### LANGUAGES

#### Speed Spanish I

##### *II and III are now available!*

Learn six easy recipes to glue Spanish words together into sentences, and you'll be speaking Spanish in no time.

#### Instant Italian

Learn Italian from the comfort of your home in this fun and enjoyable online course.

#### Grammar for ESL

If English is your second language, this course will teach you the principles you'll need to succeed.

#### Writing for ESL

Learn how to write in English more effectively to succeed in college and at work.

#### Conversational Japanese

Whether you want to learn conversational Japanese for travel or just for fun, you'll find this course makes it easy and enjoyable for beginners to master the essentials of the Japanese language.

### ART, HISTORY, MATH, & MORE

#### Everyday Math

Gain confidence in your basic math skills and start using math to your advantage.

#### Introduction to Algebra

Understand how algebra is relevant to almost every aspect of your daily life, and become skilled at solving a variety of algebraic problems.

#### Teaching Science: Grades 4-6

Increase your effectiveness as a science teacher for children in fourth through sixth grades.

#### Teaching Math: Grades 4-6

Reinvent math instruction for grades 4-6 by bringing hands-on learning, inexpensive manipulatives, and real-world connections into your classroom.

#### Start Your Own Arts and Crafts Business

Learn how to start your own arts and crafts business from a professional artist.

### LAW & LEGAL CAREERS

#### Business Law for Small Business Owners

Learn how to successfully protect your small business and solve most of the legal problems that may arise.

#### Introduction to Criminal Law *2 courses available!*

An in-depth look at criminal law and the real world of prosecutors, defense attorneys, and paralegals.

#### Evidence Law

Prepare for a career as a law clerk or legal secretary by learning how to help busy attorneys gather and evaluate evidence and prepare for trial.

#### Winning Strategy for the Courtroom

Learn what it takes to win in civil court from an attorney who has won hundreds of cases.

#### Constitutional Law: Bill of Rights

Understand the challenges facing the maintenance of guaranteed freedoms in the modern world.

#### Legal Nurse Consulting

If you're a nurse, this course will help you prepare for a new career helping attorneys understand and resolve medical cases and claims.

#### Employment Law Fundamentals

Learn the basics of employment law so you can legally hire, evaluate, and manage employees.

#### Workers' Compensation

Gain essential skills and a solid understanding of one of the fastest-growing areas in law.

#### Paralegal Preparation

Prepare for a career as a paralegal by learning terminology, processes, and other basics.

#### LSAT Preparation - Course 1 of 2

Learn about law school entrance procedures and improve your test-taking skills.

#### Real Estate Law

Learn the basics of real estate law, including investing, title searching, and mortgages.

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## >Instructor-Facilitated Online Learning

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### PERSONAL FINANCE

#### Real Estate Investing

Build and protect your wealth by investing in real estate.

#### Real Estate Investing II: Financing Your Property

Discover the tools professional investors use to crunch numbers and analyze potential deals, and learn how to make better decisions with sophisticated, yet easy-to-use worksheets for doing your own financial analysis..

#### Where Does All My Money Go?

Learn how to get control of your money once and for all.

#### Listen to Your Heart, and Success Will Follow

Design a life that makes you happy by learning how you can use work to express yourself and share your interests and talents.

#### Personal Finance

Protect your assets and discover how best to achieve all your financial goals.

#### Stocks, Bonds, and Investing: Oh, My!

Make wise investment decisions so you have enough to live comfortably through your retirement.

#### The Analysis and Valuation of Stocks

Discover valuable techniques that show you step-by-step how to research and value stocks.

#### Introduction to Stock Options

Learn how stock options can help you profit in any type of market.

#### Keys to Successful Money Management

Certified financial planner shows you how most wealthy people build their fortunes.

#### Introduction to Microsoft Excel 2013

Work with numbers? You need to know Excel. Learn the secrets of this powerful application.

#### Debt Elimination Techniques That Work

Learn specific, powerful, and proven strategies to get completely out of debt and live a stress-free lifestyle.

### HEALTH CARE

#### Become a Physical Therapy Aide

Prepare for a rewarding career as a valued member of the physical therapy team.

#### Become an Optical Assistant

Learn what it takes to become an optical assistant and discover why it's one of today's most popular and fascinating career opportunities.

#### Medical Terminology:

A Word Association Approach  
Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion.

#### Human Anatomy and Physiology

Learn how our organ systems work together to allow us to process sensations, think, communicate, grow, move, and reproduce.

#### Become a Veterinary Assistant

Practicing veterinarian prepares you to work in a veterinary office or hospital.

#### Handling Medical Emergencies

Every second counts during a medical emergency. Learn how to respond if someone needs your help.

#### Legal Nurse Consulting

Begin a new career by helping attorneys understand and resolve medical cases and claims.

#### Certificate in End of Life Care

(26 contact hours) Understand the needs of individuals living with debilitating or terminal illnesses.

#### Certificate in Gerontology

(30 contact hours) Earn a certificate proving you have the skills required to meet the health care needs of a rapidly aging population.

#### Introduction to Natural Health and Healing

Learn how to promote wellness, balance, and health in all aspects of your daily life.

#### Spanish for Medical Professionals

Learn medical Spanish quickly and easily, honing your basic conversational skills and mastering key healthcare words and phrases.

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### TEACHING

#### Teaching Adult Learners

Learn powerful techniques for reaching and motivating adult learners in today's student-centered classroom.

#### Teaching Writing: Grades 4-6

In this teacher-training course, you'll learn from an experienced educator how to motivate and assist developing writers.

#### Teaching Math: Grades 4-6

Reinvent math instruction for grades 4-6 by bringing hands-on learning, inexpensive manipulatives, and real-world connections into your classroom.

#### Solving Classroom Discipline Problems

Veteran teacher reveals the secrets to an orderly classroom. A step-by-step approach to effective, positive discipline.

#### Survival Kit for New Teachers

Veteran instructor shares the secrets for success in your first years of teaching.

#### Differentiated Instruction in the Classroom

Improve your ability to teach diverse learners with real-world examples from elementary, middle, and high school classrooms.

#### The Classroom Computer

Learn how to use the classroom computer to increase learning and motivate students.

#### Using the Internet in the Classroom

Discover how you can use the Internet to make teaching easier for you and more relevant to your students.

#### Creating a Classroom Web Site

Learn how to create a classroom Web site and how having one can make you a more effective and dynamic teacher.

#### Guided Reading: Strategies for the Differentiated Classroom

Learn creative ways to bring differentiated instruction and guided reading to life in your classroom.

#### Integrating Technology in the Classroom

Take your teaching to another level with these fun new ways to incorporate technology into your lesson plans.

### TEACHING

#### Creating the Inclusive Classroom: Strategies for Success

In this professional development course for teachers, you'll get the training you need to reach the diverse mix of students you face every day--learning proven strategies that turn diversity into opportunity.

#### Ready, Set, Read!

Learning specialist shows you how to develop successful readers and writers.

#### Microsoft Excel in the Classroom

Discover how Excel can help you improve your effectiveness as a teacher.

#### Microsoft Word 2007 in the Classroom

Harness the power of the most popular word processing program on the market and become a more productive and creative teacher.

#### Microsoft PowerPoint in the Classroom

Motivate your students and enrich your lessons by bringing PowerPoint into your classroom.

#### Singapore Math Strategies: Model Drawing for Grades 1-6

In this professional development course for teachers, you'll get the training you need to start teaching model drawing, the powerful Singapore Math strategy that gives word problems a visual context.

#### Teaching Students With Autism: Strategies for Success

Help your students with high-functioning autism and Asperger's Syndrome unlock their potential in the classroom.

#### Working Successfully With Learning Disabled Students

Learn how to successfully meet the diverse needs of the learning disabled students in your classroom.

#### Response to Intervention: Reading Strategies That Work

Learn response to intervention (RTI) strategies that ensure the struggling readers in your classroom get the help and education they need.

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### WRITING

#### Writeriffic: Creativity Training for Writers

Banish writer's block forever with these tricks from the published writer's toolbox.

#### Grammar Refresher

Gain confidence in your ability to produce clean, grammatically correct documents and speeches.

#### Write Your Life Story

Give your family and friends an inspirational autobiography.

#### Advanced Fiction Writing

Explore advanced fiction writing techniques with a published novelist.

#### The Keys to Effective Editing

If you aspire to be an editor, this course will teach you the fundamentals of top-notch editing for both fiction and nonfiction.

#### Introduction to Journaling

Discover how journaling can help you explore your dreams, values, and beliefs, survive unwanted change, succeed in your career, and express your creativity.

#### Write Fiction Like a Pro

Author teaches you how professional writers use story outlines to structure any type of story.

#### The Craft of Magazine Writing

If you're a determined new writer, this class will provide you with the skills you need to get published.

#### Beginner's Guide to Getting Published

Published writer shows you how to give yourself the credibility you need to get your works published.

#### Research Methods for Writers

Learn the most efficient and effective methods to conduct research for any writing project.

#### Fundamentals of Technical Writing

Learn the skills you need to succeed in the well-paying field of technical writing.

#### A Writer's Guide to Descriptive Settings

Develop your eye for detail and improve your writing with vivid descriptions, memorable settings, and believable characters.

### WRITING

#### Forensic Science For Writers

Learn the secrets behind forensic science and add new characters, depth, and marketability to your fiction.

#### Beginning Writer's Workshop

Get a taste of the writer's life and improve your writing skills in this introduction to writing creatively.

#### Travel Writing

Profit from your experiences in exotic lands (or your own backyard) by learning how to write and sell travel articles and books.

#### Effective Business Writing

Develop powerful written documents that draw readers in and keep them motivated to continue to the end.

#### Writing for Children

Published children's author shows you how to touch the hearts of children by creating books for them.

### BASIC COMPUTER LITERACY

#### Keyboarding

Use the computer program FasType for Windows to learn the basic skills of touch-typing.

#### Navigating the Internet

Master the ins and outs of the Internet with this informative behind-the-scenes look.

#### Introduction to Windows XP

Learn how Windows XP makes it easy to work with text, pictures, audio, video, and more.

#### Introduction to Linux

Learn how to use the Linux desktop operating system along with the included productivity, multimedia, and Internet software.

#### Computer Skills for the Workplace

Gain a working knowledge of the computer skills you'll need to succeed in today's job market.

#### Introduction to PC Security

What you don't know can really hurt you. Learn what you can do to protect yourself.

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### COMPUTER APPLICATIONS

#### Introduction to Microsoft Word

Learn how to create and modify documents with the world's most popular word processor.

#### Intermediate Microsoft Word

Take advantage of Word's publishing capabilities to create eye-catching documents.

#### Advanced Microsoft Word

Learn how to create and use macros, shortcuts, form letters, mailing labels, queries, and more.

#### Introduction to Microsoft Access (Intermediate course available)

Store, locate, print, and automate access to all types of information.

#### Introduction to Microsoft Excel (Intermediate course available)

Discover the secrets to setting up fully formatted worksheets quickly and efficiently.

#### Advanced Microsoft Excel

Increase your potential and maximize your value by becoming an expert Microsoft Excel user.

#### Introduction to PowerPoint

Build impressive slide presentations filled with text, images, video, audio, charts, and more.

#### Introduction to Microsoft Publisher

Create brochures, newsletters, and Web sites with ease.

#### Introduction to Microsoft Outlook

Communicate and manage information better and faster.

#### Introduction to Microsoft Project

Use the ultimate project planning and control tool to its fullest.

#### Introduction to Microsoft Visio

Learn how to design professional-looking diagrams with Microsoft Visio.

#### Introduction to Microsoft Office Accounting Professional

Learn how to use Microsoft Office Accounting Professional 2008 from a Certified Public Accountant who specializes in small-business accounting

### COMPUTER APPLICATIONS

#### Design Projects for Adobe Illustrator

Learn the basics of Adobe Illustrator with design projects that let you practice as you learn.

#### Introduction to Illustrator CS3

In this class, you'll get the training you need to create infinitely resizable vector images using Adobe Illustrator CS3, one of the best illustration programs on the market.

#### Introduction to Oracle

Learn how to use the Oracle database management system to plan, organize, and manage your data.

#### Introduction to QuickBooks

Learn how to quickly and efficiently gain control over the financial aspects of your business.

#### Performing Payroll in QuickBooks

Discover the secrets of effortlessly setting up and processing your payroll.

#### QuickBooks for Contractors

Harness the power of QuickBooks Premier Contractor Edition for increased success.

#### Introduction to Photoshop

Learn the basics of using Adobe Photoshop to create images and edit photos.

#### Intermediate Photoshop CS3 (CS2 intermediate course available)

Have fun taking your Photoshop CS3 skills to the next level of creativity and productivity.

#### Introduction to CorelDraw

Learn how CorelDRAW can help you create dazzling logos and other artwork for print or the Web.

#### Introduction to Dreamweaver

Silicon Alley veteran shows you how to harness the power of the industry standard tool for Web designers.

#### Introduction to Adobe InDesign CS3

You'll get hands-on desktop publishing training and come away knowing how to use this page layout software to design and create professional quality letterhead, business cards, brochures, PDF files that play movies, and more.

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### WEB DESIGN

#### Intermediate Dreamweaver

Take your Adobe Dreamweaver skills to the next level under the tutelage of a proven Web development expert.

#### Creating Web Pages

Learn the basics of HTML so you can design, create, and post your very own site on the Web.

#### Introduction to Dreamweaver

Silicon Alley veteran shows you how to harness the power of the industry standard tool for Web designers.

#### Introduction to Microsoft FrontPage

Find out how FrontPage makes it easy to create and upload professional Web sites without programming.

#### Designing Effective Websites

Learn powerful graphic design techniques and build Web sites that are both attractive and wickedly effective.

#### Achieving Top Search Engine Positions

Learn proven, step-by-step strategies to achieve the highest possible position with the major search engines.

#### Creating Web Graphics with Photoshop CS3

Learn how to use Photoshop to create graphics for the Web.

#### Drawing for the Absolute Beginner

Gain a solid foundation in drawing and become the artist you've always dreamed you could be!

#### Creating a Classroom Web Site

Learn how to create a classroom Web site and how having one can make you a more effective and dynamic teacher.

#### Intermediate CSS and XHTML

Take your CSS and XHTML skills to the next level and learn how to create professional-quality Web sites.

#### Creating User Requirements Documents

An experienced developer teaches you how to use discovery and documentation to meet or exceed customer expectations.

### WEB PROGRAMMING

#### Introduction to Java Programming

An experienced Java programmer introduces important Java topics with clear, step-by-step instructions.

#### Introduction to Ruby Programming

Learn how to create a dynamic Web blog using the Ruby on Rails programming environment and the Ruby programming language.

#### Introduction to CSS and XHTML

Learn to create state-of-the-art Web sites using modern CSS and XHTML techniques.

#### Introduction to Perl Programming

Learn a programming skill that will make you a more valuable Web developer or system administrator.

#### Creating User Requirements Documents

Learn to discover and document precisely what your customer wants and help ensure your success as a developer.

#### High-Speed Project Management

Discover a breakthrough model for managing truncated timelines, short-staffed project teams, skimpy budgets, and crippling risks.

#### Introduction to ASP.NET

Learn how to create powerful, interactive, community-based Web sites with ASP.NET.

#### Introduction to PHP and MySQL

Learn how to create dynamic, interactive Web sites using PHP and a MySQL database server.

#### Introduction to Ajax Programming

Learn Ajax programming and discover how to use the technologies that comprise Ajax (HTML, JavaScript, XML, PHP, and more) to create Web applications with desktop-like performance.



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### NETWORKING/TROUBLESHOOTING

#### Introduction to PC Troubleshooting

Learn to decipher and solve almost any problem with your PC.

#### Introduction to Networking

*(Intermediate course available)*

Learn the fundamentals of networking and prepare for a career in a new and fast-growing field.

#### Wireless Networking

Industry expert shows you how to plan, deploy, and connect to wireless networks.

### CERTIFICATION PREP

#### Basic CompTIA® A+ Certification Prep

Prepare for the CompTIA® A+ exam and begin a rewarding career in the fast-growing PC repair field (course 1 of 3).

#### CompTIA Security+ Certification Prep

Master the terms and concepts you need to pass the CompTIA® Security+ exam and earn your Security+ certificate.

#### CompTIA® Network+ Certification Prep

Prepare to take and pass the CompTIA® Network+ Exam and begin a career as a network tech.

### NEW RELEASES

#### Teaching ESL/EFL Reading

Discover practical techniques and methods for teaching reading in any ESL or EFL environment that will help you become a more confident and effective reading teacher.

#### Performing Payroll in QuickBooks 2009

Learn to use QuickBooks 2009 to create paychecks, pay tax liabilities, and produce dazzling payroll reports.

#### Practical Ideas for the Adult ESL/EFL Classroom

Learn ESL teaching strategies for fostering a more successful learning environment for your adult ESL/EFL students, as well as how to create activities that build a bridge from the classroom to the real world.

#### What's New in Microsoft Office 2007

Learn the most important new features of Microsoft Office Word, Excel, PowerPoint, and Access 2007, including the totally new Ribbon and tab user interface that replaces menus and toolbars from earlier versions.

#### Homeschool With Success

Discover how to homeschool your children in a way that ensures they get what they need both academically and socially.

#### Easy Classroom Podcasting

In this professional training course for teachers, you'll learn how to make a podcast that creates a memorable learning experience for your students.

#### Making Age an Asset in Your Job Search

This course is a guide for older workers looking to make a career change, find employment opportunities, or learn strategies that give them the best chance of getting hired.

#### Intermediate Microsoft Word 2007

Learn more advanced features of Microsoft Word 2007, which enable you to create an index, a list of figures, and a table of contents, do desktop publishing, perform a mail merge, and use timesaving macros.

#### Intermediate Microsoft Access 2007

Expand your Microsoft Access 2007 skills to build better, more user-friendly Access databases.

#### Photographing Nature with Your Digital Camera

Learn how to use your digital camera to take stunning nature photos, including landscapes, flowers, animals, and even macro shots.

#### Photoshop Elements 7 for the Digital Photographer

In this Adobe Photoshop Elements 7 class, you'll learn the secrets to successfully editing photos and bringing out the best in your images!

#### Introduction to Visual Basic 2008

Learn to create Windows applications using the popular and easy-to-master Visual Basic 2008.

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### COMPUTER PROGRAMMING

#### Introduction to C++ Programming

Learn to program in C++, even if you have no prior programming experience!

#### Introduction to C# Programming (Intermediate course available)

Learn the fundamentals of computer programming with the new C# programming language.

#### Intermediate C# Programming

Learn to write Graphical User Interface programs in the C# Programming Language.

#### Introduction to Visual Basic 2008

Discover how to write VB programs that can access and modify a database.

#### Introduction to Alice 2.0 Programming

Learn the principles of object-oriented computer programming while creating rich, interactive three-dimensional worlds filled with characters, sound, and other exciting elements.

#### Introduction to SQL

Gain a solid working knowledge of the most powerful and widely used database programming language.

#### Introduction to Database Development

An experienced professional guides you through a structured approach to database design and development.

#### Introduction to Perl Programming

Learn a programming skill that will make you a more valuable Web developer or system administrator.

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1. Visit our Online Instruction Center:
2. Click the **Courses** link, choose the department and course title you are interested in and select the **Enroll Now** button. Follow the instructions to enroll and pay for your course. Here you will enter your e-mail and choose a password that will grant you access to the Classroom.
3. When your course starts, return to our Online Instruction Center and click the **Classroom** link. To begin your studies, simply log in with your e-mail and the password you selected during enrollment.

### Start Dates:

New course sessions begin each month. Please visit our Online Instruction Center to see exact start dates for the courses that interest you.

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